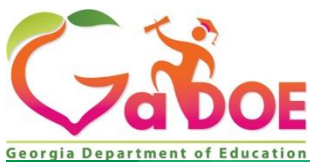


Georgia Department of Education Division of Technology Services

FY 2022



June 10, 2022





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Section 1 – How to Access Georgia Learns for GaDOE Employees

To access Georgia Learns, Georgia Department of Education employees should log into MyGaDOE Portal. Enter your username and password.



Figure 1: GaDOE portal application log-in screen.

If you forgot your password, click “I forgot my passphrase” to reset your password.

If you need additional assistance, submit a [Service/Help Desk ticket](#) or call 1-800-869-1011. Please provide a detailed message as well as your contact information.

Click **Georgia Learns PD Hub** tab in your left navigation bar. The Georgia Learns PD Hub will open in a new window. *Please note that you may need to allow pop-ups in your browser.*

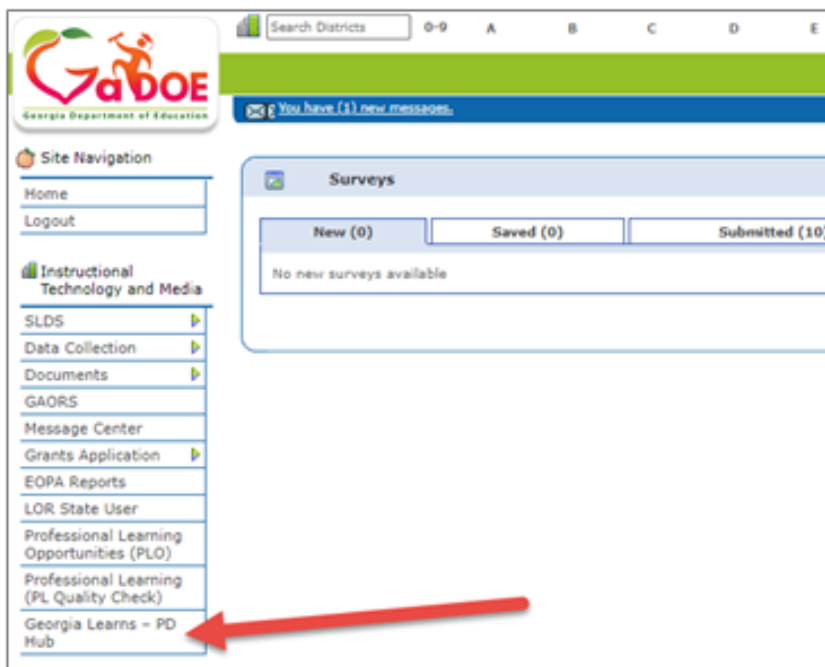


Figure 2: Arrow indicating Georgia Learns PD Hub in left navigation bar inside GaDOE portal.

Section 2 – How to Access Georgia Learns via SLDS for Non GaDOE Employees

Georgia Learns PD Hub - Obtaining a Transcript

To access Georgia Learns, employees with access to SLDS, such as State Schools employees, should log into **SLDS** and click the **Georgia Learns PD Hub tab or tile** within SLDS.

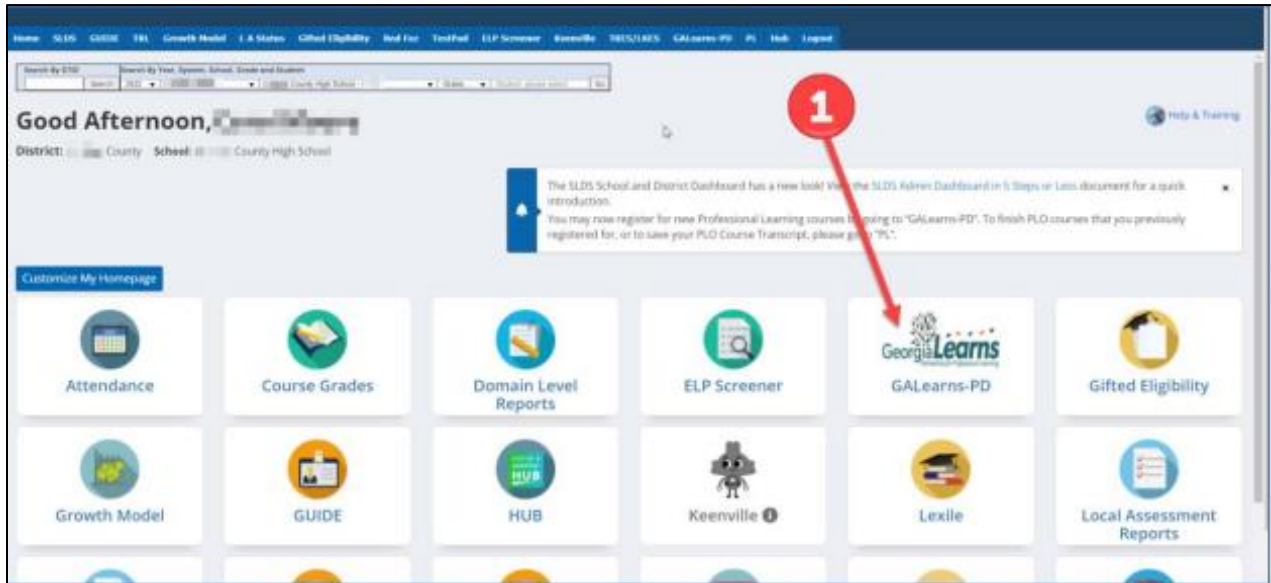


Figure 3: Arrow indicating Georgia Learns PD Hub

- The Georgia Learns PD Hub application will open, and users will see courses within the Catalog. You may use the search bar on the top left to search for a specific course or click Load More Courses button at the bottom to browse through all courses.
- Click the Start Course button underneath a course to enroll in and access the course.

Section 3 – How to Obtain a Transcript

Georgia Learns PD Hub - Obtaining a Transcript

When Georgia Learns PD Hub landing page displays, select a course that you have completed, and click the "Course Completed" button

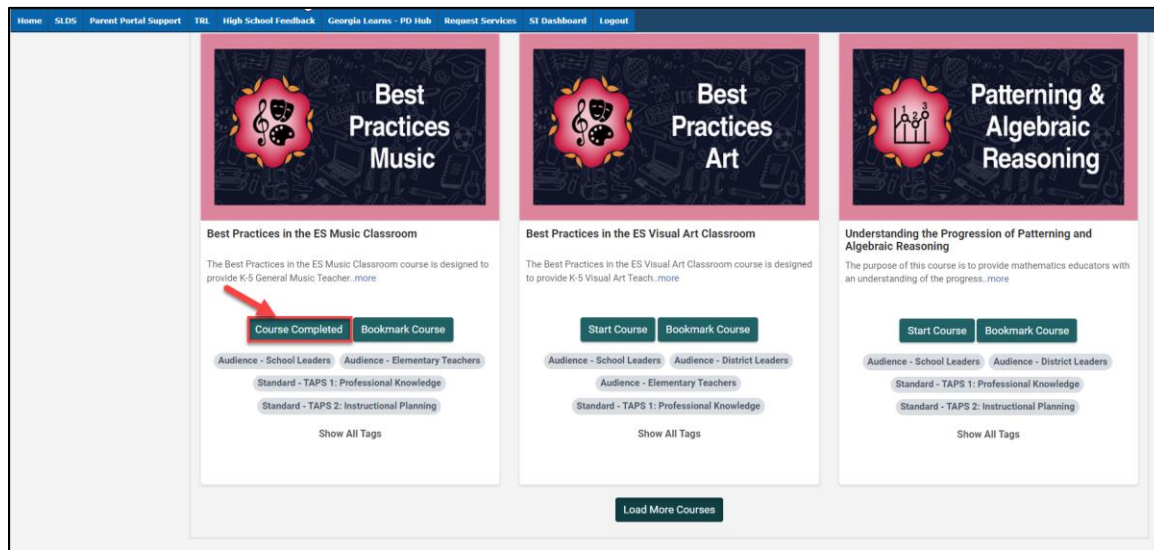


Figure 4: Georgia Learns PD Hub Course showing Course completed Button, example screenshot

From any course, click the Dashboard button.

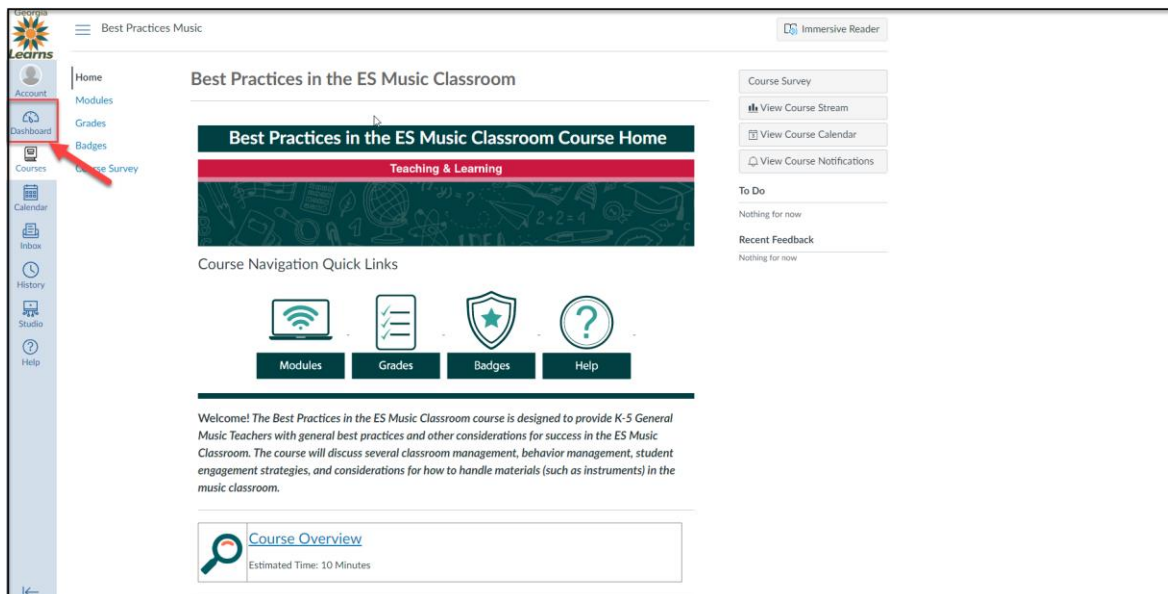


Figure 5: Georgia Learns PD Hub Course Landing page, example screenshot

Once on the Dashboard, click the PDF Transcript button.

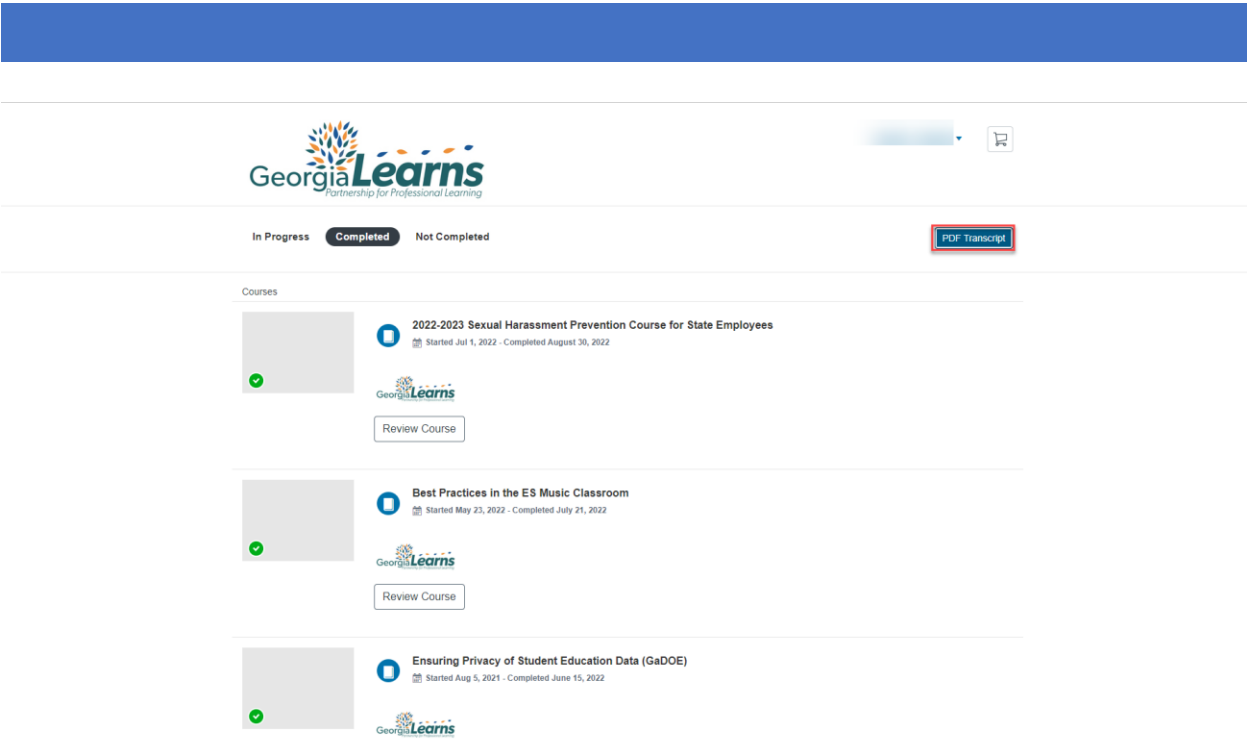


Figure 6: Georgia Learns PD Hub Course Dashboard, example screenshot

Your Transcript will open as a PDF document


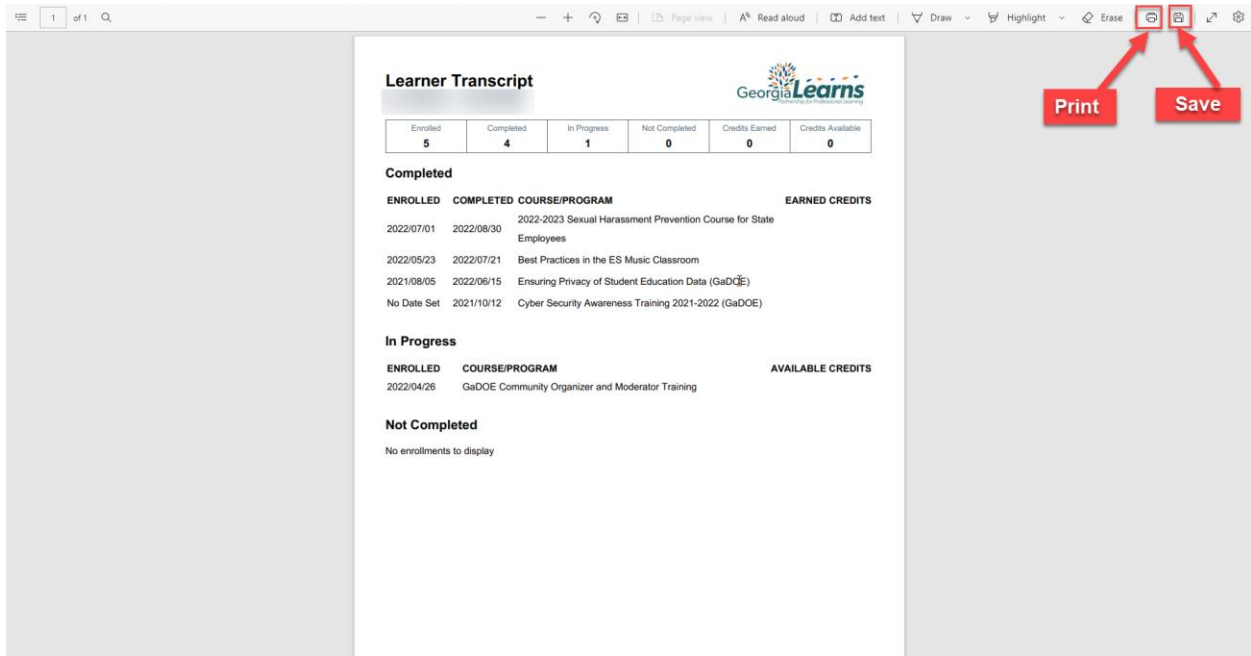
Learner Transcript					
					
Enrolled	Completed	In Progress	Not Completed	Credits Earned	Credits Available
4	1	3	0	0	0
Completed					
ENROLLED	COMPLETED	COURSE/PROGRAM	EARNED CREDITS		
No Date Set	2021/10/12	Cyber Security Awareness Training 2021-2022 (GaDOE)			
In Progress					
ENROLLED	COURSE/PROGRAM	AVAILABLE CREDITS			
2022/04/26	GaDOE Community Organizer and Moderator Training				
2021/08/05	Ensuring Privacy of Student Education Data (GaDOE)				
2022/05/23	Best Practices in the ES Music Classroom				
Not Completed					
No enrollments to display					

Figure 7: Georgia Learns PD Hub Course Transcript, example screenshot

Users can use the print button to print out the transcript or use the Save button to save on their computer.



The screenshot shows a web browser displaying a 'Learner Transcript' page. The page features a summary table at the top, a 'Completed' section with a table of course details, an 'In Progress' section, and a 'Not Completed' section. On the right side of the page, there are two red buttons labeled 'Print' and 'Save'. Red arrows point from these buttons to the corresponding icons in the browser's toolbar at the top right of the page.

Enrolled	Completed	In Progress	Not Completed	Credits Earned	Credits Available
5	4	1	0	0	0

Completed

ENROLLED	COMPLETED	COURSE/PROGRAM	EARNED CREDITS
2022/07/01	2022/08/30	2022-2023 Sexual Harassment Prevention Course for State Employees	
2022/05/23	2022/07/21	Best Practices in the ES Music Classroom	
2021/08/05	2022/06/15	Ensuring Privacy of Student Education Data (GaDOE)	
No Date Set	2021/10/12	Cyber Security Awareness Training 2021-2022 (GaDOE)	

In Progress

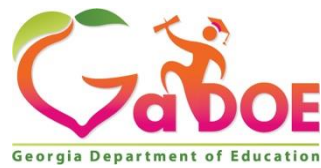
ENROLLED	COURSE/PROGRAM	AVAILABLE CREDITS
2022/04/26	GaDOE Community Organizer and Moderator Training	

Not Completed

No enrollments to display

Figure 8: Arrow indicating Save and print button

Georgia Learns PD Hub - Obtaining a Transcript



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Richard Woods, State School Superintendent
Educating Georgia's Future